

Southern Kern Unified School District Position Description

Position Title: **Associated Student Body (ASB) Services Clerk**

Department: School Site

Reports To: District Admin/Principal

Prepared By: Staff

Date: March 2012

Approved By: Board of Education

SUMMARY: Under general supervision; keep financial records of payments for ASB. Handle routine correspondence. Collects, deposits and accounts for any monies raised by the ASB, Responsible for accounts payable approved and submitted by ASB student council. Assist Principal and/or Designee in ordering, processing related to ASB

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned related to ASB*

- Takes in-service training as stipulated by contract
- Responsible to collect deposits for ASB
- Ability to get along with other people in a polite manner
- Maintain accurate ASB files, records and accounts
- Assist in preparation of reports and related ASB departmental requirements
- Types, prepares, distributes, records, reports, correspondence and other duties in this area

SUPERVISORY RESPONSIBILITIES: ASB students, at times.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or GED and one to three years in general office related experience and/or training. Accounting back ground preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 35 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.